

Instructions for Accessing GWP's PowerClerk Program

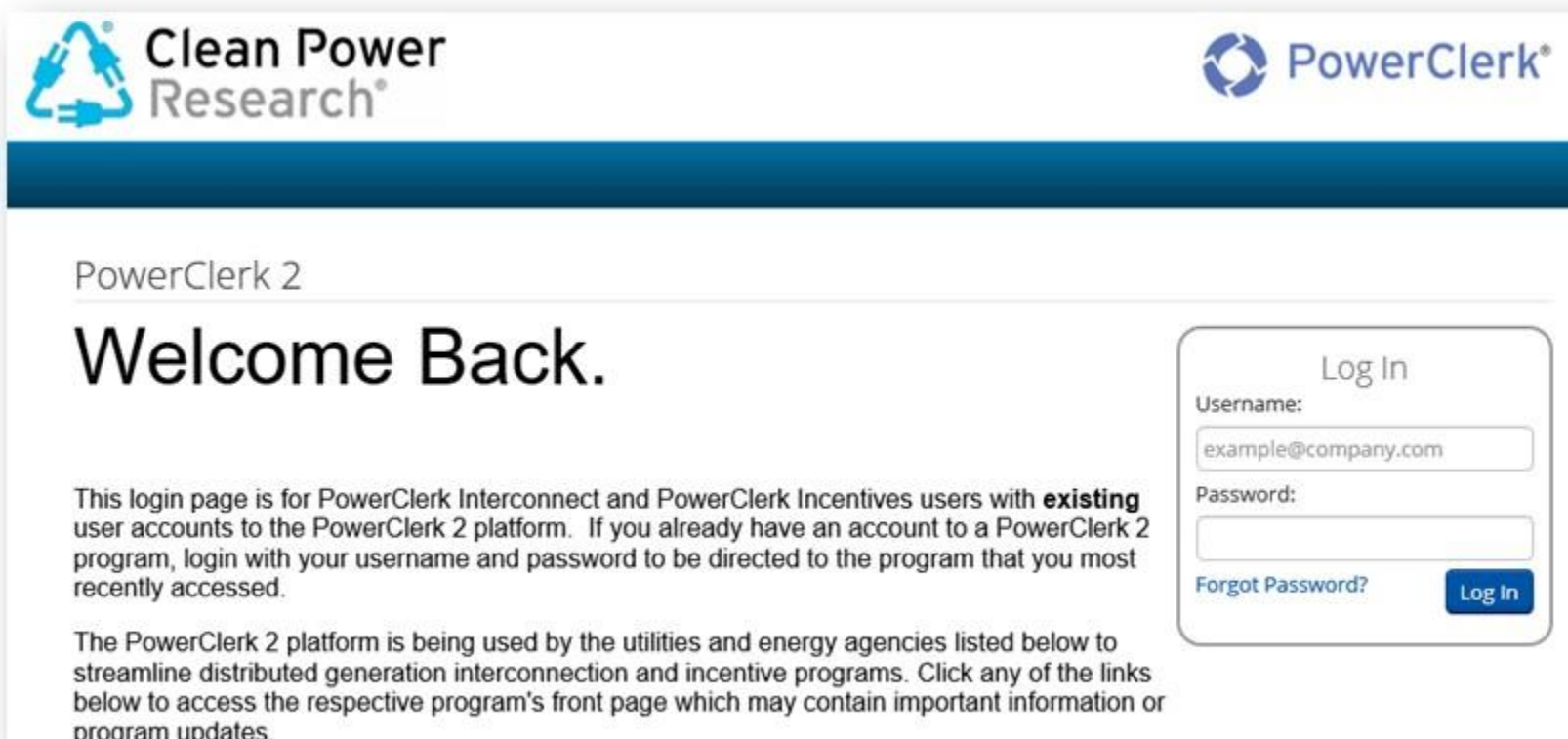
Applicants that would like to access Glendale Water and Power's PowerClerk program will fall into one of three categories:

- Applicants that already have a PowerClerk 2 account
- Applicants that have a PowerClerk 1 account, but don't have a PowerClerk 2 account
- Applicants that don't have a PowerClerk 1 or PowerClerk 2 account

Answer questions A and B to find out if Solution 1 or 2 applies to you:

Question A: can you log in here?

<https://login.powerclerk.com/Account/Login>



Clean Power Research®

PowerClerk®

PowerClerk 2

Welcome Back.

This login page is for PowerClerk Interconnect and PowerClerk Incentives users with **existing** user accounts to the PowerClerk 2 platform. If you already have an account to a PowerClerk 2 program, login with your username and password to be directed to the program that you most recently accessed.

The PowerClerk 2 platform is being used by the utilities and energy agencies listed below to streamline distributed generation interconnection and incentive programs. Click any of the links below to access the respective program's front page which may contain important information or program updates.

Log In

Username:
example@company.com

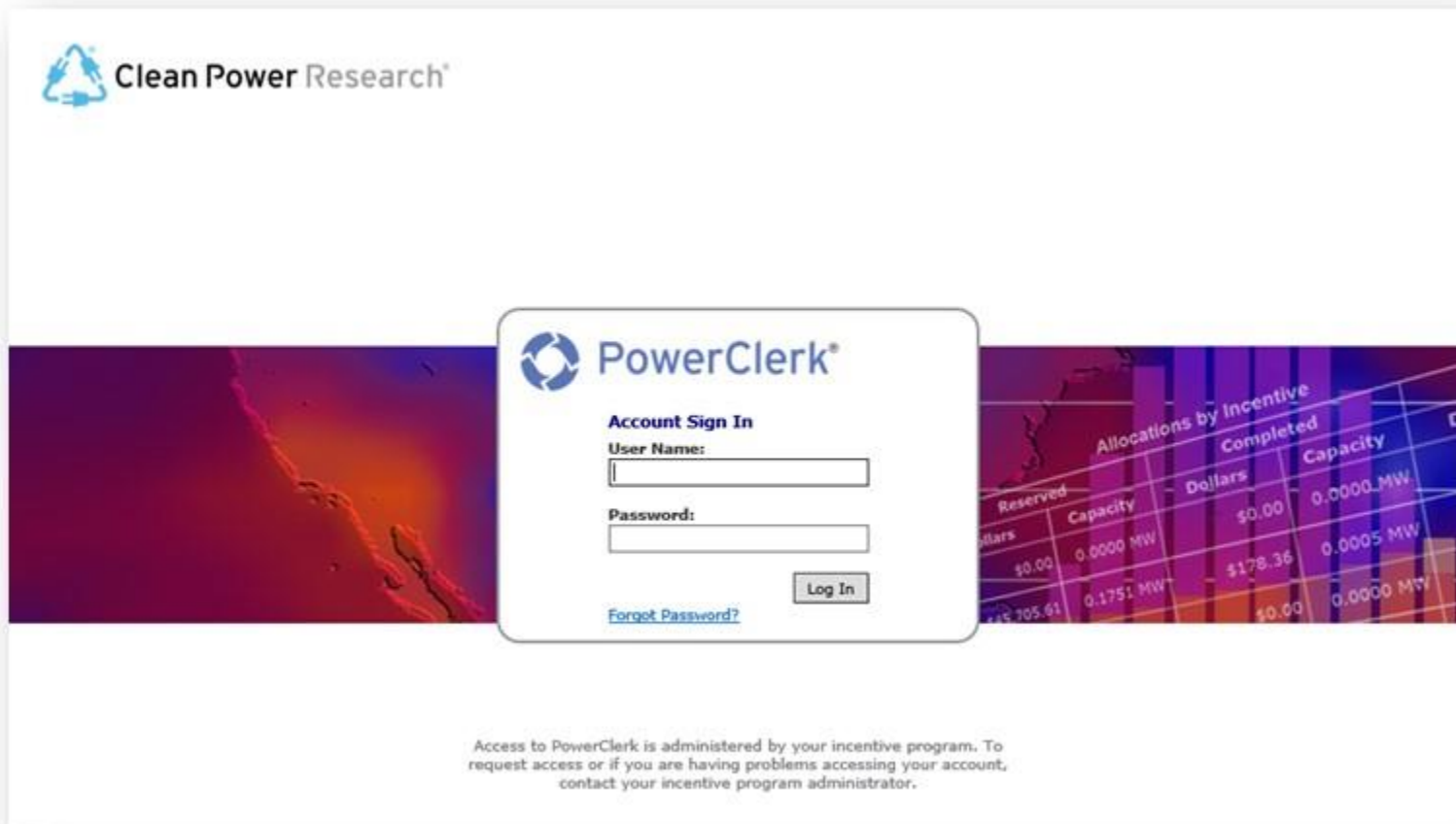
Password:

[Forgot Password?](#)

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Question B: Can you log in here?***

<https://www.powerclerk.com/Login.aspx>



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Account Sign In

User Name:

Password:

[Forgot Password?](#)

Access to PowerClerk is administered by your incentive program. To request access or if you are having problems accessing your account, contact your incentive program administrator.

Allocations by Incentive			
Reserved	Capacity	Dollars	Completed
\$0.00	0.0000 MW	\$0.00	0.0000 MW
\$0.00	0.1751 MW	\$178.36	0.0005 MW
\$0.00	0.0000 MW	\$0.00	0.0000 MW

If you answered “no” to Question A, go to **Solution 1**.

If you answered “yes” to Question A, go to **Solution 2**.

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***Note that if you answered "yes" to Question B, you have a PowerClerk 1 account. Glendale Water and Power's Solar Application Program is hosted on PowerClerk 2. PowerClerk 1 and PowerClerk 2 accounts are separate, and should be treated as two different user accounts on two different platforms (may use different email addresses and passwords, are not linked, etc.).

Solution 1: create a new PowerClerk 2 account.

- a. Go to <https://gwpsolar.powerclerk.com/Account/Login>, which will look similar to the page below:

Clean Power Research **PowerClerk**

PowerClerk 2

Welcome to the PowerClerk front page!

Please create an account using the Register link to the right. If you already have an account, you can login or reset your password if need be. If you incorrectly enter your password 10 times in a row your account will be locked. To unlock your account use the Reset Password link.

Once logged in, if you need support use the Support button in the upper right part of the screen. Otherwise, utilize the contact information below if you have questions.

The PowerClerk product family has been used to streamline incentives and interconnection since 2006, processing more than 350,000 applications in that time. This newest [PowerClerk Interconnect](#) platform was launched in July 2014 and is currently processing more than 1000 applications per week.

PowerClerk Interconnect supports the current major version of Internet Explorer, Firefox, and Chrome, as well as one previous major version.

[Program Administrator support email](#)
123.456.7890
www.cleanpower.com

Log In

Username:

Password:

[Forgot Password?](#) [Log In](#)

[Register a new account.](#)

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- b. Click the link to Register a new account.



- c. On the following page, enter the required information and make sure it shows the Glendale Water and Power Solar Application Program for your account to be added to that program.
- d. Click Register.
- e. If the request is submitted successfully, you will receive an email from donotreply@powerclerk.com describing how to activate your account. If you do not see this email within a few minutes, check your Spam folder.
- f. After registering your new account, log into PowerClerk 2. You should be able to access <https://gwpsolar.powerclerk.com/>.

Solution 2: add Glendale Water and Power Solar Application Program to your existing PowerClerk 2 account.

- a. Log into your existing PowerClerk 2 account using your typical method, or log in at <https://login.powerclerk.com/Account/Login>.
- b. Go to SETTINGS > Add Programs.

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Clean Power Research **PowerClerk**
Welcome, Jess Applicant | Log Out

HOME SETTINGS

CLEAN

New Ex

All Pro

Settings

My Account Grant Access **Add Programs**

Change Program

Project # Current Status Current Status Timestamp Account Number Meter Number Host Customer First Host Customer Last Host Customer Zip Code PV System CEC Rating

+	DEMO-00018	Approved for Signing	05/23/2016	123546878	45454	Aslan	Thelion	98122	3.896
+	DEMO-00014	Application Review	03/21/2016	1564684684	1231321	Example	Installer	98004	0.686

Project # Current Status Current Status Timestamp Account Number Meter Number Host Customer First Host Customer Last Host Customer Zip Code PV System CEC Rating

- c. Add the Glendale Water and Power Solar Application Program.

Program to Add > Agency: Glendale Water and Power > Program: Solar Application Program.

- d. You should now be able to access <https://gwpsolar.powerclerk.com/>.